Relocation Guidelines

A hiring department may cover full or partial relocation expenses for managerial and professional staff members who move a distance of more than 50 miles from the campus to within commuting distance of New Haven. Many variables are assessed in order to determine a relocation allowance and all questions relating to relocation allowances should be directed to the Office of Relocation and Logistics Management. Faculty of Arts and Science should contact the Provost Office. All other faculty should contact their Business Office. The Business Office and HR Staffing and Career Development Office will work together with guidance from the Office of Relocation and Logistics to assess and approve an appropriate relocation allowance.

The Office of Relocation and Logistics Management has contracts with major moving companies. When a relocation allowance is to be provided, the hiring department must contact the Office of Relocation and Logistics once the incoming candidate accepts the offer. The offer letter advises the employee to contact the Office of Relocation and Logistics as soon as possible to make the moving arrangements.

Yale University prefers that new hires, receiving relocation allowances, use Yale preferred movers. Relocation allowances are most often handled in one of the following two ways, although all new hires are assessed and evaluated independently and it is suggested that all new hires interested in exploring their relocation allowance options should contact the Office of Relocation and Logistics.

1. An individual may pay for the move themselves, using their allotted relocation allowance, and seek reimbursement using the ‘Relocation Reimbursement Form’ and the ‘Relocation Reimbursement Worksheet.’ These forms need to be completed by the hiring department and then sent to the Office of Relocation and Logistics. Once an audit of the expenses is complete, the Office of Relocation and Logistics will sign off on the forms and forward them to payroll for reimbursement.

2. An individual may choose to use one of Yale’s contracted movers, the mover will than invoice Yale directly up to the employee’s relocation allowance. An ‘Authorization Form” will need to be filled out by the Hiring Department and submitted to the Office of Relocation and Logistics.

The Office of Relocation and Logistics uses the following guidelines when assessing a relocation allowance:

1. Authorized charges will be for transportation, packing and insurance for relocating household goods. The employee must move within one year from the date of hire for their relocation allowance to be considered a qualified moving expense.

2. At the discretion of the hiring department, an employee who is terminated or voluntarily resigns from the University with less than one year of service may be liable for repayment of their relocation cost.
3. If an employee elects to use a non-authorized moving company, reimbursement will only be made for the dollar amount it would have cost using one of Yale’s contracted movers.

4. Each individual moving allowance amount is determined by the hiring department. Contact the Office of Relocation and Logistics for further information at (203) 432-9961.

5. One vehicle will be covered if the moving distance is more than 700 miles.

When a relocation allowance is to be provided, the hiring department and recruiter should refer the new hire to the Office of Relocation and Logistics for a list of covered/uncovered expenses.